

Board of Trustees5500 North St. Louis Avenue
Chicago, IL 60625-4699Issued: April 7, 1998
Last Revision: April 6, 2017

Page i

TABLE OF CONTENTS

SECTION I. BOARD PROCEDURES	1
A. Board of Trustees	1
B. Board Regulations	1
C. Adoption, Amendment, or Repeal of Board Regulations	1
D. Compilation of Bylaws, Governing Policies, and Regulations	2
E. Delegation of Authority	2
F. Board Meetings.....	2
1. Agenda.....	2
2. Reports	2
3. Presentations	2
4. Recording of Meetings	2
5. Publication of Proceedings	3
SECTION II. EMPLOYEES	4
A. General	4
1. Coverage	4
2. Authority to Employ	4
3. Delegation of Authority.....	4
4. Categories of Employment.....	4
5. Appointment Procedures	6
6. Educational Requirements.....	6
7. Position Descriptions	7
8. Administrative Organization	7
9. Employee Benefits	7
10. Outside Employment.....	11
11. Retirement	11
12. Tax Deferred Annuity Plans	11
13. Official Residences, Offices, and Automobiles	12
14. Employees Licensed to Practice Law	13
15. Labor Relations.....	13
16. Copyrights and Patents.....	13
B. Faculty and Administrative Employees.....	17
1. Coverage	17
2. Salaries and Compensation.....	17
3. Administrative Employees with Faculty Rank	17
4. Reassignment and Termination	19
5. Compulsory Disability Leave.....	24
6. Employee Benefits	25
C. Civil Service Employees	34
1. Coverage	34
2. Work Week.....	34
3. Work Schedules and Shift Assignments	34
4. Performance Evaluation.....	34
5. Grievance Procedure	34
6. Employee Discipline Program.....	35
7. Employee Benefits	35
8. Overtime Compensation	43
9. Compulsory Disability Leave.....	43
SECTION III. ACADEMIC AFFAIRS.....	44
A. University Calendar.....	44
B. Degrees	44
1. Earned Degrees.....	44
2. Honorary Degrees.....	44

Board of Trustees

5500 North St. Louis Avenue
Chicago, IL 60625-4699

Issued: April 7, 1998
Last Revision: April 6, 2017

Page ii

C. Academic Programs and Plans.....	45
D. Grants and Contracts.....	45
SECTION IV. STUDENTS.....	46
A. Admissions	46
B. Student Financial Aid	46
1. Definition	46
2. Financial Aid	46
C. Residency Status	47
1. Definitions	47
2. Residency Determination	47
3. Residency Requirements	48
4. Residency Status Appeal Procedure	50
5. Special Situations	50
D. Student Conduct	50
E. Student Activities and Organizations	51
F. Student Publications and Broadcasting	51
G. Military Service.....	51
SECTION V. ADMINISTRATIVE AFFAIRS	52
A. Budget and Appropriations Process	52
1. Budget Requests	52
B. Purchases	52
1. Approval.....	52
2. Reports	53
3. Contract Preparation and Signature	53
4. Letters of Intent.....	53
5. Internal Management Guidelines	53
6. Change Orders	54
C. Grants and Contracts.....	54
1. Approval.....	54
2. Reports	54
3. Contract Preparation and Signature	54
D. Travel.....	55
E. Business Expenses	55
F. Moving and Relocation Expenses.....	55
G. Non-Appropriated Funds.....	56
1. Depositories	56
2. Collateral	56
3. Investment of Funds	56
4. Reports	57
5. Records and Audits.....	57
6. Bond Resolutions	57
7. Reserves.....	57
H. University-Related Organizations	57
1. General	57
2. Audit Commission Guidelines	57
3. Establishment of University-Related Organizations	57
4. Reports	57
I. Contributions.....	58
1. General	58
2. Definition	58
3. Authority to Accept.....	58
4. Reports	58
J. Tuition and Fees	58
1. Definition	58

Board of Trustees

5500 North St. Louis Avenue
Chicago, IL 60625-4699

Issued: April 7, 1998
Last Revision: April 6, 2017

Page iii

2. Tuition	58
3. Mandatory Fees	58
4. Waivers	59
5. Advance Deposit.....	59
6. Collections	59
7. Refunds.....	59
8. Students Studying Abroad	60
9. Mandatory Fees	60
K. Special Fees and Charges.....	60
1. Special Fees	60
2. Charges	60
3. Waivers and Refunds.....	61
L. Internal and State Offset Procedures.....	61
SECTION VI. PHYSICAL FACILITIES	62
A. Use of University Facilities	62
B. Construction.....	62
1. Selection Procedures for Architects and Engineers.....	62
2. Change Orders	62
C. Naming of Board Property	62
D. Alcoholic Beverages	63
E. Campus Disturbances or Demonstrations	63
1. Unauthorized Activities	63
2. Penalties	64
3. Outside Assistance	64
F. Motor Vehicle and Bicycle Regulations	64
G. Use of University Movable Equipment and Other Property	64
H. Firearms on Campus	65